

**State of Iowa - Return on Investment Program / IT Project Evaluation****SECTION 1: PROPOSAL**

Tracking Number (For Project Office Use)

Project Name: Meat &amp; Poultry FAIM Date: 07/14/00

Agency Point of Contact for Project: Mike Mamminga, IDALS Meat &amp; Poultry Bureau Chief

Agency Point of Contact Phone Number / E-mail: 281-5597, mike.mamminga@idals.state.ia.us

Executive Sponsor (Agency Director or Designee) Signature: Secretary Patty Judge

Is this project necessary for compliance with a Federal standard, initiative, or statute? (If "Yes," cite specific requirement, attach copy of requirement, and explain in Proposal Summary) ☒ Yes ☐ No

Is this project required by State statute? (If "Yes," explain in Proposal Summary) ☐ Yes ☒ No

Does this project meet a health, safety or security requirement? (If "Yes," explain in Proposal Summary) ☐ Yes ☒ No

Is this project necessary for compliance with an enterprise technology standard? (If "Yes," explain in Proposal Summary) ☐ Yes ☒ No

Does this project contribute to meeting a strategic goal of government? (If "Yes," explain in Proposal Summary) ☒ Yes ☐ No

Is this a "research and development" project? (If "Yes," explain in Proposal Summary) ☐ Yes ☒ No

**PROPOSAL SUMMARY:**

In written detail, explain why the project is being undertaken and the results that are expected. This includes, but is not limited to, the following:

1. A pre-project (before implementation) and a post-project (after implementation) description of the system or process that will be impacted.

The USDA/ Food Safety Inspection Service (FSIS) developed FAIM (Field Automation and Information Management), for use by field inspectors and supervisors, to have access to all electronic information needed and have the ability to electronically transmit pertinent daily information to the USDA. The USDA/FSIS is offering and encouraging state participation in FAIM, to create a seamless national inspection system. This system would also train and computerize a field staff that had no prior training or equipment, keeping with the goal of computerizing all state employees, allowing access to E-mail and internet capabilities.

Pre-project description:

Meat and Poultry field staff, including supervisory veterinarians, and inspectors must rely on hand written documentation for all work assignments, reports, and correspondence. All communication between headquarters and the field staff is currently accomplished by telephone, written correspondence, or through in-person meetings. All statutes, regulations, policy and training materials are now in hard copy only and must be stored and filed in the state vehicle for reference while working in the assigned meat and poultry processing plants. All documents are transmitted through the U.S. mail or a commercial carrier. Prior to FAIM, state programs and the USDA operated autonomously from one another, with Federal oversight and periodic review of state programs for "equal to" status to Federal regulations. FAIM does not replace state programs, but works toward the creation of a seamless national inspection system between state and federal agencies.

Post-project description:

The FAIM system will provide state inspectors with a computer and the same resources available to Federal Inspectors, including electronic access to the Federal Acts, Regulations, Directives, Notices, and Policy of the USDA/FSIS in regards to Meat & Poultry Inspection, along with access to E-mail and training on basic computer use, with specific training on FAIM use. The FAIM system will allow field personnel to download daily work schedules and upload completed tasks directly to the USDA/FSIS central computer. This task is now being done by manually generating and mailing hardcopies of such schedules from and to Des Moines, entering the data manually and also generating and mailing report information.

2. A summary of the extent to which the project provides tangible and intangible benefits to either Iowa citizens or to State government. Included would be such items as qualifying for additional matching funds, improving the quality of life, reducing the government hassle factor, providing enhanced services, improving work processes, complying with enterprise technology standards, meeting a strategic goal, avoiding the loss of matching funds, avoiding program penalties/sanctions or interest charges, avoiding risks to health/security/safety, complying with federal or state laws, etc.

The USDA/ Food Safety Inspection Service (FSIS) developed FAIM (Field Automation and Information Management), for use by field inspectors and supervisors, to have access to all electronic information needed and have the ability to electronically transmit pertinent daily information to the USDA. The USDA/FSIS is offering and encouraging state participation in FAIM, to create a seamless national inspection system. This system would also train and computerize a field staff that had no prior training or equipment, keeping with the goal of computerizing all state employees, allowing access to E-mail and internet capabilities. FAIM would also provide current information on regulatory changes and pertinent information to our inspectors, and through them, to the plants that they regulate. The USDA/FSIS has received a specific appropriation for FFY1999 and 2000 to provide funding for state participation with FAIM at a 50/50 cost share. These funds have been made available in addition to current matching program operation funds already in place.

3. A summary that identifies the project stakeholders and how they are impacted by the project.

FAIM will benefit all of the Meat and Poultry Inspection stakeholders including inspectors, industry, consumers, and headquarters. FAIM will provide cost savings and time and material efficiencies to the program.

Inspectors will receive routine Performance Based Inspection Service (PBIS) assignments electronically, without the office time, supplies, and fees associated generating documents and with using the mail. Efficiency will be enhanced with immediate electronic document transmission versus the days necessary to send and receive hard copy documents through the mail.

Inspectors, industry and consumers will benefit from the library of law, rules, regulations, policy, historical data, consumer information, and training information that is available through the FAIM system. The ability to search these documents for needed information will be accomplished electronically versus a physical search of many volumes of written material. Questions may be answered in minutes and concerns and disputes over the regulatory requirements may be

resolved on the spot. FAIM will provide for specific state applications, managed by the state that will allow for the immediate electronic transmission of specific state forms. Weekly activity reports, itineraries, temporary assignments, laboratory results, and other timely information will not have to rely on mail delivery. In time this might be expanded to include time sheets, expense vouchers, and car reports and other time sensitive documents. The FAIM Project will allow the Iowa Meat & Poultry Inspection Bureau to work toward the USDA/FSIS goal of forming a seamless national inspection system that includes both state and federal inspection programs. The absence of a seamless national inspection system has been one of the roadblocks to the removing of barriers to interstate shipment of state inspected products.

## SECTION 2: PROJECT PLAN

Individual project plans will vary depending upon the size and complexity of the project. A project plan includes the following information:

### 1. Agency Information

**Project Executive Sponsor Responsibilities:** Identify, in Section I, the executive who is the sponsor of the project. The sponsor must have the authority to ensure that adequate resources are available for the entire project, that there is commitment and support for the project, and that the organization will achieve successful project implementation.

The inspection of meat and poultry processing facilities is a code mandate. It is accomplished through cooperative agreements between the Iowa Department of Agriculture and Land Stewardship and the United States Department of Agriculture Food Safety and Inspection Service. The executive sponsor Secretary Patty Judge is committed to the cooperative agreements, including federal cost share projects such as the USDA/FSIS FAIM initiative. She is also committed to using the IT Resources allocated for the implementation of the FAIM system in the Meat and Poultry Inspection program in SFY 2001.

**Organization Skills:** Identify the skills that are necessary for successful project implementation. Identify which of these skills are available within the agency and the source(s) and acquisition plan for the skills that are lacking.

The Meat and Poultry Inspection program will utilize and take advantage of the USDA/FSIS Training Center in College Station, Texas for all staff technical training. USDA/FSIS will provide the hard ware and software through USDA/FSIS government purchasing contracts. USDA/FSIS will provide state staff with technical support. USDA/FSIS will provide a federal file server dedicated to state participation in PBIS, the Performance Based Inspection System that generates routine in-plant inspection tasks based on risk and compiles this data into a variety of summary information.

### 2. Project Information

**Mission, Goals, Objectives:** The project plan should clearly demonstrate that the project has developed from an idea to a detailed plan of action. The project plan must link the project to an agency's mission, goals, and objectives and define project objectives and how they will be reached. The project plan should include the following:

A. **Expectations:** A description of the purpose or reason that the effort is being undertaken and the results that are anticipated.

The FAIM System will provide state inspectors with the following:

1. The same electronic accesses to all USDA/FSIS training and distance learning resources.
2. The FAIM system will allow state employees to electronically receive and transmit routine Performance Based Inspection System (PBIS) assignment schedules and file completed reports electronically. Currently, hard copy assignment schedules are generated, sent out, and returned completed for manual data entry at State headquarters.
3. The opportunity for our employees to electronically transmit many state specific reports to State headquarters.
4. The FAIM System will provide each State Inspector and Compliance Officer with Internet E-mail capabilities.
5. FAIM Training will provide all our inspection staff with a uniform, basic training in computer use and software applications.
6. If funding is approved, training and equipping our staff could be accomplished during a January through March "window" in calendar year 2001.
7. To join together the USDA/FSIS and State Inspection programs under one reporting, communication and resource network into a seamless national inspection system.

- B. **Measures**: A description of the set of beliefs, tradeoffs and philosophies that govern the results of the project and their attainment. How is the project to be judged or valued? What criteria will be used to determine if the project is successful? What happens if the project fails?

The project will be a success when Meat and Poultry Inspection staff can receive and send electronic documents of all kinds, including routine PBIS inspection procedures and completed PBIS data reports. Inspectors will utilize the FAIM system as a gateway to all USDA/FSIS information resources and training. Industry and consumers will obtain timely information through inspectors who are equipped with FAIM computers. Time sensitive documents will be timely, not relying on hard copy information through the mail.

- C. **Environment**: Who will provide input (e.g., businesses, other agencies, citizens) into the development of the solution? Are others creating similar or related projects? Are there cooperation opportunities?

Fifteen state programs have already implemented or are in the process of implementing the FAIM system and all state programs are seeking funds to participate. There have been no negative reports received in regard to FAIM participation, on the contrary, FAIM participation has been observed to be the first, uniform electronic information system available to state program and the first system that links USDA/FSIS and the state programs. The completion of the electronic link between the state program and state staff with USDA/FSIS and the other state programs forming a seamless national inspection system will be the criteria that judges the success of this national initiative.

- D. **Project Management and Risk Mitigation**: A description of how you plan to manage the project budget, project scope, vendors, contracts and business process change (if applicable). Describe how you plan to mitigate project risk.

The Iowa Meat and Poultry Inspection program will utilize USDA/FSIS for all training, hardware, and technical support. USDA/FSIS will manage the FAIM system, which was designed for USDA/FSIS. USDA/FSIS has advised that they are ready to equip, train, and support the Iowa participation in the FAIM system, with training to begin in January 2001.

- E. **Security / Data Integrity / Data Accuracy / Information Privacy**: A description of the security requirements of the project? How will these requirements be integrated into the project and tested. What measures will be taken to insure data integrity, data accuracy and information privacy?

Security of this information will be handled by the USDA/FSIS. The information is considered public record. Data integrity and accuracy will be judged through periodic reporting on data entered for unusual patterns or changes.

### 3. **Current Technology Environment (Describe the following):**

#### A. **Software (Client Side / Server Side / Midrange / Mainframe)**

- Application software
- Operating system software
- Interfaces to other systems: Identify important or major interfaces to internal and external systems

Not applicable – no current technology exists.

#### B. **Hardware (Client Side / Server Side / Mid-range / Mainframe):**

- Platform, operating system, storage and physical environmental requirements.

- Connectivity and Bandwidth: If applicable, describe logical and physical connectivity.
- Interfaces to other systems: Identify important or major interfaces to internal and external systems.

Not applicable – no current technology exists.

#### 4. Proposed Environment (Describe the following):

##### A. Software (Client Side / Server side / Mid-range / Mainframe)

- Application software.
- Operating system software.
- Interfaces to other systems: Identify important or major interfaces to internal and external systems.
- General parameters if specific parameters are unknown or to be determined.

FAIM software will be provided by USDA, FSIS to operate using Windows 95. The configuration will include: electronic forms, on-line help, technical references, computer-based training, electronic mail using MS Outlook and office automation using MS Office 97. USDA, FSIS has also said that individual states will be encouraged to add state-specific software if they desire.

##### B. Hardware (Client Side / Server Side / Mid-range / Mainframe)

- Platform, operating system, storage and physical environmental requirements.
- Connectivity and Bandwidth: If applicable, describe logical and physical connectivity.
- Interfaces to other systems: Identify important or major interfaces to internal and external systems.
- General parameters if specific parameters are unknown or to be determined.

While configurations are updated quarterly, the configurations detailed below are from the FY99 State FAIM Implementation Plan, 02/13/98 and are for descriptive purposes only. There is only one desktop and notebook configuration with no exceptions made for individual states. Requests from State programs for modifications/enhancements to the basic configuration will be considered and, if accepted, changes would be instituted during the next FAIM quarterly technology review and made the standard for all users.

Desktop: Multimedia Dell Optiplex 233GN with 2MB VRAM, 32 MB RAM, 4.3 GB hard drive, floppy drive, Type III PCMCIA drive bay, 12-24 CD-ROM, sound card and Altec speakers, USR 33.6 fax/modem, and 15" monitor.

Notebook: Gateway Solo 2300 LS 200 mhz, with 2 MB VRAM, 32 MB RAM, 3 GB hard drive, floppy drive, Type III PCMCIA drive bay, 7-11x CD-ROM, 16-bit stereo speakers, USR 33.6 fax/modem, and 12.1" SBGA active matrix display.

Desktops come with a HP OfficeJet 590 that is a combination printer, fax, scanner and copier. A HP DeskJet 340 portable printer accompanies notebooks.

**Data Elements:** If the project creates a new database the project plan should include the specific software involved and a general description of the data elements.

The FAIM system is flexible and will allow individual states to add state-specific software, which the states will manage. The FAIM software is a specific program developed and used by

USDA/FSIS regulatory program employees only. It is not commercially available. All information recorded and generated by this software is transmitted to the USDA/FSIS and available through that agency.

**Project Schedule:** A schedule that includes: time lines, resources, tasks, checkpoints, deliverables and responsible parties.

The Meat and Poultry Inspection program has worked in cooperation with Peter Kuhmerker of the USDA/FSIS FAIM Division to establish a schedule for training and equipping the Iowa Meat and Poultry Inspection staff. Training will begin in January 2001 at the USDA/FSIS Training Center in College Station, Texas. Small groups of inspectors (3-5) will be trained on a weekly basis until all staff are trained and equipped.

## SECTION 3: Return On Investment (ROI) Financial Analysis

### Project Budget:

Provide the estimated project cost by expense category.

Personnel .....	\$ _____	
Software .....	\$ _____	
Hardware.....	\$ 173,250.00	
Training .....	\$ 60,600.00	
Facilities .....	\$ _____	
Professional Services .....	\$ 9,900.00	
Supplies .....	\$ _____	
Other (Specify).....	\$ 21,450.00	(Telephone line charges)
Total .....	\$ 265,250.00	

### Project Funding:

Provide the estimated project cost by funding source.

State Funds.....	\$ 132,600.00	50	% of total cost
Federal Funds.....	\$ 132,600.00	50	% of total cost
Local Gov. Funds .....	\$ _____		% of total cost
Private Funds .....	\$ _____		% of total cost
Other Funds (Specify) .....	\$ _____		% of total cost
Total Cost: .....	\$ _____		% of total cost

How much of the cost would be incurred by your agency from normal operating budgets (staff, equipment, etc.)? .....\$ 0 \_\_\_\_\_ 0 %

How much of the cost would be paid by "requested IT project funding"? ..\$ 132,600.00 50 %

Provide the estimated project cost by fiscal year: FY\_2001\* \_ \$ 132,600.00 \_\_\_\_\_

FY \_\_\_\_\_ \$ \_\_\_\_\_

FY \_\_\_\_\_ \$ \_\_\_\_\_

\*The computers will be replaced based on USDA/FSIS' five-year standard. If Iowa is to participate beginning in SFY2001, USDA/FSIS has committed to funding their 50% of replacement costs in SFY2006. USDA/FSIS has estimated replacement costs for hardware and software at \$6,200.00 per unit. At a 50/50 cost share with the expected replacement of 32 units, would be \$99,200 in state match funds in 2006. Estimated yearly project costs would be estimated at \$35,100.00 consisting primarily of communication charges.



## ROI Financial Worksheet Directions (Attach Written Detail as Requested):

**Annual Pre-Project Cost** -- Quantify, in written detail, all actual State government direct and indirect costs (personnel, support, equipment, etc.) associated with the activity, system or process prior to project implementation. This section should be completed only if State government costs are expected to be reduced as a result of project implementation.

Not applicable.

**Annual Post-Project Cost** -- Quantify, in written detail, all estimated State government direct and indirect costs associated with activity, system or process after project implementation. This section should be completed only if State government costs are expected to be reduced as a result of project implementation.

Not applicable.

**State Government Benefit** -- Subtract the total "Annual Post-Project Cost" from the total "Annual Pre-Project Cost." This section should be completed only if State government costs are expected to be reduced as a result of project implementation.

Not applicable.

**Citizen Benefit** -- Quantify, in written detail, the estimated annual value of the project to Iowa citizens. This includes the "hard cost" value of avoiding expenses (hidden taxes) related to conducting business with State government. These expenses may be of a personal or business nature. They could be related to transportation, the time expended on or waiting for the manual processing of governmental paperwork such as licenses or applications, taking time off work, mailing, or other similar expenses.

Not applicable.

**Opportunity Value/Risk or Loss Avoidance Benefit** -- Quantify, in written detail, the estimated annual benefit to Iowa citizens or to State government. This could include such items as qualifying for additional matching funds, avoiding the loss of matching funds, avoiding program penalties/sanctions or interest charges, avoiding risks to health/security/safety, avoiding the consequences of not complying with State or federal laws, providing enhanced services, avoiding the consequences of not complying with enterprise technology standards, etc.

If the IDALS does not receive technology funding for the state's portion of this project, \$132,600 of federal funding will be lost. In addition, federal funding from USDA, FSIS will be lost that would fund 50% of annual maintenance costs.

Hardware (173,250/5 yrs useful life)	\$34,650
Training (60,600/5 yrs useful life)	\$12,120
Prof. Serv. (9,900/5 yrs useful life)	\$ 1,980
Telephone line charges	<u>\$21,450</u>
Total Annual Costs	\$70,200
Federal Share of Annual Costs	<u>50%</u>
Total Federal Funding Lost	\$35,100

**Total Annual Project Benefit** -- Add the values of all annual benefit categories.

\$35,100.00

**Total Annual Project Cost** -- Quantify, in written detail, the estimated annual new cost necessary to implement and maintain the project including consulting fees, equipment retirement, ongoing expenses (i.e. labor, etc.), other technology (hardware, software and development), and any other specifically identifiable project related expense. In general, to calculate the annual hardware cost, divide the hardware and associated costs by three (3), the useful life. In general, to calculate the annual software cost, divide the software and associated costs by four (4), the useful life. This may require assigning consulting fees to hardware cost or to software cost. A different useful life may be used if it can be documented.

Total annual project cost in year one of \$265,200. The computers will be replaced based on USDA/FSIS' five-year standard. Go-forward costs beyond year one will be \$70,200.00 (\$35,100 Federal/\$35,100 State).

**Benefit / Cost Ratio** -- Divide the "Total Annual Project Benefit" by the "Total Annual Project Cost." If the resulting figure is greater than one (1.00), then the annual project benefits exceed the annual project cost. If the resulting figure is less than one (1.00), then the annual project benefits are less than the annual project cost.

$$35,100/35,100 = 1$$

**ROI** -- Subtract the "Total Annual Project Cost" from the "Total Annual Project Benefit" and divide by the amount of the project funds requested.

$$(35,100-35,100)/132,600 = 0$$

**Benefits Not Cost Related or Quantifiable** -- List the project benefits and articulate, in written detail, why they (IT innovation, unique system application, utilization of new technology, hidden taxes, improving the quality of life, reducing the government hassle factor, meeting a strategic goal, etc.) are not cost related or quantifiable. Rate the importance of these benefits on a "1 – 10" basis, with "10" being of highest importance. Check the "Benefits Not Cost Related or Quantifiable" box in the applicable row.

FAIM will computerize and train a field staff with no prior training or computer experience. Current Federal Law requires states to maintain an inspection system that is "equal to" the provisions in the Federal Acts. USDA/FSIS personnel are already using FAIM, along with a large percentage of state programs. Iowa is one of the last states, with an inspection program, to adopt FAIM. USDA/FSIS is encouraging all states to participate with FAIM to create a seamless national inspection system. With the creation of a seamless national inspection system, through the states participation in FAIM, the USDA/FSIS would be on the way to countering the current barrier of interstate shipment of state inspected product. This would allow Iowa inspected plants to ship their products outside of the state.

## ROI Financial Worksheet

### Annual Pre-Project Cost - How You Perform The Function(s) Now

FTE Cost (salary plus benefits):

Support Cost (i.e. office supplies, telephone, pagers, travel, etc.):

Other Cost (expense items other than FTEs & support costs, i.e. indirect costs if applicable, etc.):

**A. Total Annual Pre-Project Cost:**

### Annual Post-Project Cost – How You Propose to Perform the Function(s)

FTE Cost:

Support Cost (i.e. office supplies, telephone, pagers, travel, etc.):

Other Cost (expense items other than FTEs & support costs, i.e. indirect costs if applicable, etc.):

**B. Total Annual Post-Project Cost:**

**State Government Benefit ( = A-B ):**

### Annual Benefit Summary

State Government Benefit:

Citizen Benefit (including quantifiable “hidden taxes”):

Opportunity Value and Risk/Loss Avoidance Benefit:

**35,100.00**

**C. Total Annual Project Benefit:**

**35,100.00**

**D. Total Annual Project Cost:**

**35,100.00**

**Benefit / Cost Ratio (C / D):**

**1.0**

**ROI (C – D / Project Funds Requested):**

**\_0\_ %**

**X Benefits Not Cost Related or Quantifiable (including non-quantifiable “hidden taxes”)**